

NASA SHARED SERVICES CENTER

Grant and Cooperative Agreement Transition Plan

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Approved by

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Date

Document History Log

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	04/19/2006	Basic Release
Revision	A	09/22/2006	<p>Update Transition Plan for Transition of Wave II Centers - Detailed Changes Include:</p> <p>p. 2: Added URLs for Grant documents.</p> <p>p. 6: New Systems - Deleted "Grants Management Line of Business" – N/A to NASA.</p> <p>pp. 7-8: Lessons Learned - added 8 bullets on lessons learned.</p> <p>p. 10: NSSC Responsibilities – Added bullets 1-4 at top.</p> <p>p. 10: Center Responsibilities – 2nd bullet - added last 2 sentences for clarification of a Renewal.</p> <p>p. 11: Center Responsibilities - added bullets 5-8.</p> <p>p. 12: Added first bullet; added last sentence to second bullet.</p> <p>p.14: Under "Mail" – added Federal Express info.</p> <p>p. 15: Risks – Changed Delay of CMM (4th block) from a Consequence of "3" to a Consequence of "2" and Risk from "M" to "L".</p> <p>p. B-1: Added Grant Officers and Center Liaisons to POC list.</p>

Grants and Cooperative Agreements

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1.0 INTRODUCTION

NASA has created a Shared Services Center to perform a variety of transactional and administrative activities currently done at each NASA Center in the functional areas of: Financial Management, Human Resources, and Procurement. It has consolidated targeted activities into a shared services organization that reports to HQ and is designed to achieve: efficient and effective service, improved data quality, standardized processes, leveraged skills and investments and economies of scale. The NSSC is working collaboratively with NASA Centers to meet their service needs via a Customer Contact Center. This allows Centers to focus more time on their core work and strategic initiatives. Additionally, each Center now has a resident NSSC Center Liaison. The NSSC Procurement Division, Research Activities Branch is responsible for processing Grants and Cooperative Agreements when the authority is transferred from the NASA Centers. This document outlines the scope, assumptions, and transition plan for Grants and Cooperative Agreements.

2.0 SCOPE

The NSSC Research Activities Branch is responsible for the award and administration of new Grants and Cooperative Agreements, excluding award of Grants and Cooperative Agreements to establish and/or maintain science and research institutes and excluding award of Cooperative Agreements to commercial firms. The objective is to provide support to the NASA research, science and education communities in the award and administration of research, education, training, and facility Grants and Cooperative Agreements.

2.1 Schedule

The NSSC has handled the transitioning of the NASA Centers in two Waves:

- The NSSC transitioned the responsibility for Wave I Centers on May 1, 2006. Wave I Centers include: Dryden Flight Research Center (DFRC), Goddard Space Flight Center (GSFC), NASA Headquarters (HQ), NASA Management Office (NMO), and Stennis Space Center (SSC).
- The NSSC will transition all responsibilities for Wave II Centers on October 1, 2006. Wave II Centers include: Ames Research Center (ARC), Glenn Research Center (GRC), Johnson Space Center (JSC), Langley Research Center (LaRC), Kennedy Space Center (KSC), and Marshall Space Flight Center (MSFC).

2.2 Organization and Staffing

The staffing numbers are shown below.

Personal Required	Required	On Board	Pending
Service Provider (SP)	30	30	0
Civil Servant (CS) (Inherently Governmental)	6	6	0

2.3 Training and Qualified Personnel

The NSSC Service Provider (SP) is fully staffed and personnel have been trained. A complete list of the Service Provider's Training Curriculum is attached (Appendix C). Civil Servant (CS) staff are trained to the appropriate level based on their GS Grade.

2.4 Communications Strategy

The communications strategy includes: face-to-face meetings, teleconferences, a Quick Reference Guide, Special Notices posted on established websites, a Grant transition hotline (228-813-6175), the Service Delivery Guide, the Transition Plan, and the Operational Readiness Review (ORR).

The Grant and Cooperative Agreement Project Plan is incorporated into this Transition Plan by reference and may be located at the following URL:

https://search.nssc.nasa.gov/servlet/sm.web.Fetch/Grant_and_Cooperative_Agreement_Project_Plan_for_Wave_II_Centers.pdf?rhid=1000&did=8625&type=released

This Transition Plan may be located at the following URL:

https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Final_Transition_Plan_19_Apr.pdf?rhid=1000&did=3503&type=released

The Service Delivery Guide may be located at the following URL:

<https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Grant-and-Cooperative-Agreement-SDG.pdf?rhid=1000&did=3345&type=released>

The Quick Reference Guide may be located at the following URL:

https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/GrantsQRGBrochure_BW_.pdf?rhid=1000&did=3311&type=released

These Grant and Cooperative Agreement Documents may also be located on the NSSC's external webpage as follows:

www.nssc.nasa.gov

- Select Customer Service
- Select Procurement
- Select Grants and Cooperative Agreements
- Select desired document under Resources (bottom right corner of the web page)

2.5 Information Technology

Hardware and software issues are outlined in the chart below (Existing and New Systems). The dependency on established websites and existing systems plays a vital role in the total process. The NSSC has an Internal and External website that will contain pertinent information for the Grant and Cooperative Agreement process. The NSSC is currently using a Grant Document Generation Software (GDGS) to process grant award documents.

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
NAIS EPS (Non-NSSC System)	Publishes synopses of NASA Grant and Cooperative Agreement opportunities through: Broad Agency Announcements (BAAs), NASA Research Announcements (NRAs), Announcements of Opportunity (AOs), and Cooperative Agreement Notices (CANs).	User role at NSSC	Grants.gov
Grants.gov (Non-NASA system)	Government-wide system to publish synopses of NASA Grant and Agreement opportunities through: BAAs, NRAs, AOs, and CANs. This system supports electronic proposal receipt.	No role for NSSC at this time	NAIS EPS and NSPIRES
NSPIRES (Non-NSSC system)	NSPIRES is the NASA Solicitation and Proposal Integrated Review and Evaluation System. This system publishes NASA Grant and Cooperative Agreement opportunities through: BAAs, NRAs, AOs, CANs. Supports electronic proposal receipt and provides for peer review, selection, deliverable submission, and tracking.	NSSC-CS will have a user role in the near future to access electronic proposals	Grants.gov
SAP/IEMP	Integrated Enterprise Management Program (IEMP) for Purchase Request receipt and payment processing.	User role at NSSC	NONE

Health & Human Services Payment Management System (Non-NASA System)	Grant payment, financial management reporting, and cost allocation.	User role in the Centers' Finance Offices until transition to NSSC	SAP/IEMP
Federal Assistance Awards Data System (FAADS) (Non-NASA System)	Data reporting system for Grants and Cooperative Agreements.	User role at NSSC	SAP/IEMP
Office of Naval Research (ONR) Grants Administration System (Non-NASA System)	Supports Grant administration.	No role for NSSC	None
Health and Human Services Financial Management/ Cost Allocation (Non-NASA System)	Access to indirect rate agreements negotiated with non-profits and universities.	User role at NSSC	None
Goddard Document Generation Software (GDGS)	Grant Document writing system deployed at the NSSC	User role at NSSC	None

New Systems

Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
<p>CMM (Contract Management Module-PRISM)</p> <p>Roll out date for CMM to be determined.</p>	Document Generation System - generates Grant and Cooperative Agreement documents, facilitates data reporting, tracks lead-times, and management information.	<p>User role for SP</p> <p>Approver role for CS</p> <p>Super User Role for SP and CS</p>	SAP/IEMP
Remedy	Supports NSSC internal activities, metrics, etc.	User role for the SP and CS	Tech Doc Document Management System
<p>Grants Website</p> <p>Grant Status Query System</p>	NSSC milestone tracking of Receipt of PR package through closeout. Monitor pre- and post-award Grant and Cooperative Agreement status milestones.	Create and maintain role for the SP.	REMEDY

2.6 Processes and Procedures

Processes and procedures are described in the Grant and Cooperative Agreement Service Delivery Guide. Additionally, processes and procedures are set forth in internal process guides, desktop procedures, Tech Doc process flows, Remedy processes and this Transition Plan. Training has been accomplished with regard to step-by-step instructions for Grant and Cooperative Agreement administration and award preparation. All awards comply with the NASA Grant and Cooperative Agreement Handbook, Grant Information Circulars (GICs), Grant Notices (GNS) and other appropriate directives and guidelines.

2.7 Records Management

All Grant and Cooperative Agreement technical requirement packages received will be processed by the NSSC Document Management Office. Each document will be electronically scanned, labeled, and filed into the Procurement database of the TechDoc library. This procedure will initiate a Remedy case number for the document, and the Remedy system will notify the appropriate personnel of the package receipt and disposition. The Procurement Office will accept receipt of hard copies and, after scanning, will retain the documentation in a secure file environment for the life of the award. Grant and Cooperative Agreement closeout procedures will be followed in compliance with the NASA Grant and Cooperative Agreement Handbook.

2.8 Customer Input

The Mission Directorates, Mission Support Offices, Headquarters, Office of Procurement, and NASA Grant Officers and Technical Officers/Managers will be consulted and requested to provide feedback and suggestions with regards to our process improvement activities.

2.9 Lessons Learned

As a result of lessons learned from previous consolidation efforts for Grants and Cooperative Agreements among Centers (i.e., GSFC and GRC), it was determined that the NSSC would be responsible for the award and administration of only new (not existing) Grants and Cooperative Agreements. Administration of existing grants will remain at the Centers. Other processes and procedures implemented as a result of lessons learned from previous consolidation efforts:

- Procedures are in place to ensure a continuous level of communication between the Centers and the NSSC. NSSC internal desk top procedures re-enforce the need to maintain communication with the technical officer and the grantee throughout the life of the grant.

- The NSSC is establishing a web base query system to report on the status of the grant activities for use by internal and external customers.
The URL can be found at: www.nssc.nasa.gov/grantstatus
- The NSSC has assigned a Center Liaison at each Center to assist with communication and guidance.
- Effective processes and procedures are in place to perform the work.
- General performance will be communicated and reported to HQ/Centers

Lessons learned as a result of the transition of Grants and Cooperative Agreements for Wave I Centers (DFRC, GSFC, HQ, NMO and SSC) to the NSSC in May 2006:

- The NSSC is receiving a large volume of incomplete packages from Centers:
 - The NSSC Service Provider has added personnel to the Grant Team to compile complete packages.
 - Centers are not using a transmittal sheet when submitting documents to The NSSC. The Service Provider is having to complete a transmittal sheet before documents can be scanned into TechDoc.
- Using templates to write grant documents is not efficient:
 - NSSC has implemented the use of Goddard's GDGS grant writing software.
- Receiving a Released PR takes longer than expected:
 - NSSC Service Provider has increased communications with Center Resource Analysts (RAs).

3.0 ASSUMPTIONS

This Transition Plan is based on the following assumptions:

- The NSSC is to appoint an Activity Transition Manager responsible for all aspects of the transition of functions to the NSSC, including: planning, coordinating, communication, staffing, training, operational readiness review, and schedule.
- The NSSC Staff for Procurement is to be on board in time to prepare and train for the transition of Grants and Cooperative Agreements from the Centers to the NSSC.
- Appropriate Information Technology (IT) is in place to ensure workstations and connectivity to all required systems (i.e., SAP and TechDoc).
- Appropriate IT interfaces between vital systems is operational and fully functional.

- SAP modifications to include new Pgroup codes are complete.
 - These unique identifiers are as follows:

ARC- AXA	DRFC-DXA	GRC-CXA	GSFC-GXA	HQ-HXA
NMO-NXA	JSC-JXA	KSC-KXA	LaRC-LXA	MSFC-MXA
SSC-SXA				

- Only new Grants and Cooperative Agreements are handled by the NSSC. Existing Grants and Cooperative Agreements remain at the NASA Centers.
- Closed Grant and Cooperative Agreement files remain at the NASA Centers.

4.0 RECOMMENDED TRANSITION PLAN

4.1 Transition of Grants and Cooperative Agreements from the NASA Centers to the NSSC

Since May 1, 2006, the NSSC Research Activities Branch has been processing Grant and Cooperative Agreement awards for Wave 1 Centers (DFRC, GSFC, HQ, NMO, SSC). On October 1, 2006, the NSSC will begin to assume award activities for Wave II Centers (ARC, GRC, JSC, KSC, LaRC, MSFC).

Pending CMM rollout, the NSSC has established internal procedures for generating and awarding Grants and Cooperative Agreements. The NSSC is currently using a Grant Document Generation Software (GDGS) to prepare grant award documents.

NSSC Responsibilities:

- Award and administration of Grants and Cooperative Agreements to institutions of higher education, hospitals, and other non-profit organizations in accordance with Subparts A and B, as defined in 14 CFR Part 1260.4(a), of the NASA Grant and Cooperative Agreement Handbook.
- Award and administration of Grants with commercial firms in accordance with Subparts A and B, as defined in 14 CFR Part 1260-4(b), of the NASA Grant and Cooperative Agreement Handbook .
- Award and administration of Grants and Cooperative Agreements with State, Local, and Indian Tribal Governments in accordance with Subpart C, 14 CFR Part 1273, of the NASA Grant and Cooperative Agreement Handbook.

- Grant **RENEWALS** requiring a new proposal will be processed as new awards at the NSSC.
- Award and administration of **EARMARKS** resulting in any type of Grant or Cooperative Agreement (except for Exclusions listed below). Note: Beginning FY 07, Earmarks for all Centers resulting in the award of Grants and Cooperative Agreements will be awarded by the NSSC (except for Exclusions listed below). This includes Earmarks awarded to Recipients for continuation of work awarded in previous years by other Centers. The Earmarks will be handled as new awards at the NSSC for all Centers beginning FY 07.
- Award and administration of **UNSOLICITED PROPOSALS** resulting in any type of Grant or Cooperative Agreement (except for Exclusions listed below).
- The NSSC will request final reports from Recipients and will forward those reports to the appropriate Center Technical Officer. Note: Grant awards require that final reports be sent to both the Technical Officer and the Grant Officer. The NSSC will suspense all Grant awards in our document tracking system “Remedy” and will send reminder notifications to Recipients when reports are due. The NSSC will then forward those reports received from Recipients to Technical Officers to assure receipt.
- Provide a publicly accessible web site for NSSC pre-award and post-award status on Grants and Cooperative Agreements. URL: www.nssc.nasa.gov/grantstatus

Exclusions: The NSSC will not award: (1) Cooperative Agreements to commercial firms in accordance with Subpart D of the Grant and Cooperative Agreement Handbook and (2) Cooperative Agreements to establish and/or maintain existing science and research institutes (Reference Appendix VI). Note: Appendix VI is subject to change. Centers should notify the NSSC when a science and research institute needs to be added to Appendix VI.

Center Responsibilities:

Each Center retains the following responsibilities:

- Provide a Purchase Request Package to the NSSC which includes the Technical Requirements Package (TRP) and a Purchase Request (PR). Reference Appendix II of Service Delivery Guide (B-1).
- Continue the administration of all existing Grants and Cooperative Agreements awarded at the Center through completion of closeout. Administration includes funding actions for multi-year grants, but excludes any grant “renewal” actions requiring a new proposal. Renewal actions are the responsibility of the NSSC and will be processed as new awards.

- Award and administration of Cooperative Agreements to establish and/or maintain existing science and research institutes. Reference Appendix VI of the Grant and Cooperative Agreement Service Delivery Guide for a list of research institutes excluded from NSSC award and administration. The list is subject to change.
- Award and administration of Cooperative Agreements to commercial firms in accordance with Subpart D, as defined in 14 CFR Part 1274-102(a, b, and c), of the NASA Grant and Cooperative Agreement Handbook.
- On a case-by-case basis, and under exceptional circumstances, the Center may request a waiver from NASA HQ Office of Procurement, to allow that Center to award or retain a particular Grant or Cooperative Agreement that would otherwise be handled by the NSSC.
- The Centers retain the responsibility for issuing their own Broad Agency Announcements (BAAs), NASA Research Announcements (NRAs), Announcements of Opportunity (AOs), and Cooperative Agreement Notices (CANs).
- The Centers will continue to perform technical review of all solicited proposals.
- Centers retain the responsibility for all preaward activities associated with the receipt and evaluation of unsolicited proposals. Centers shall use their own local policy and procedures for the unsolicited proposal process. If a decision is made to fund a resulting Grant or Cooperative Agreement, a complete purchase request package is then forwarded to the NSSC for award.
- Centers will continue to perform Technical review of all Earmarks resulting in Grants or Cooperative Agreements. The Center Technical Officer is responsible for preparing a Technical Evaluation Memorandum and a Document for Readiness of Award (DORA). The DORA shall be routed through the Center CFO for signature before transmitting to the NSSC. Reference Grant Information Circular (GIC) 06-01 at the following URL for additional guidance related to the processing of Congressional interest items (Earmarks).

<http://ec.msfc.nasa.gov/hq/gic/gic06-01.html>

- Center Technical Officers shall be responsible for meeting Scientific and Technical Information (STI) requirements for final reports. A Grant Information Circular (GIC) shall be issued in the near future by HQ giving guidance on the STI process.

- Centers shall use their own Center's local procedures for any Legal review requirements (if any) for the preaward process for Grants and Cooperative Agreements. The NSSC Counsel will perform legal review of grant award documents prepared at the NSSC, if required.
- The Centers retain all program/project management activities (budgeting, funding, costing, property management, patents, technology transfer, NEPA oversight for facilities grants, safety oversight – to include oversight of grant recipients working at NASA Centers). The Centers' Finance Offices retain the payment management function (SF-272), including monitoring costs, until Finance is transitioned to the NSSC in FY08. Centers may contact the NSSC Grant Officer responsible for their Center (Ref. p. B-1) if they have questions regarding the Center's responsibility for these activities.

Competency Center Responsibilities:

- Agency role in SAP
- Process vendor code requests

5.0 CHECKLIST

Checklists to facilitate the effective and efficient processing of Grants and Cooperative Agreements are attached to the Grant and Cooperative Agreement Service Delivery Guide and include the following:

1. Checklist for complete PR Package (solicited and unsolicited proposals). Reference B-1 of the Service Delivery Guide.
2. Technical Requirements Package Transmittal Form. Reference E-2 and E-3 of the Service Delivery Guide.
3. Standard Distribution for awarded Grants and Cooperative Agreements. Reference A-4, Note 5, of the Service Delivery Guide.

6.0 TECHNICAL

6.1 Contact Center

The NSSC Customer Contact Center can be reached via phone, fax or e-mail. Each call, fax or e-mail will initially be assigned as a “Level I” case. The Contact Center will make every effort to answer the inquiry, and a Remedy ticket will be opened for all inquiries. In the event a question cannot be answered by the Contact Center, the case will be routed to “Level II” which is the Procurement Office Service Provider (SP). Inquiries requiring a response from a Grant Officer will be routed to “Level III” the Procurement Office Civil Servant (CS), or Grant Officer. Inquiries regarding a specific Grant or Cooperative Agreement will be routed to the Level II or Level III contact assigned to work on that specific award.

Email queries: nssc-contactcenter@nasa.gov

Fax queries: 1-866-779-6772

Phone queries: 1-877-NSSC123 (or 1-877-677-2123)

The NSSC Customer Contact Center will be provided a listing of Procurement Office Service Provider staff, and their Grant & Cooperative Agreement area of responsibility, as well as the reference URL’s for Grant status web sites, other NSSC Procurement Points of Contacts, and pertinent information.

6.2 Document Imaging

All incoming documents will be received into the NSSC Tech Doc Center, where they will be processed, and electronically filed.

Documents may be sent to the NSSC as follows:

Email: nssc@nasa.gov

SAP/IEMP: Sent as attachments to the PR in SAP. NOTE: This is the preferred method.

Fax: 1-866-779-6772

Mail:

NASA Shared Services Center
Attn: Office of Procurement - SP
Building 5100
Stennis Space Center, MS 39529.

Any proposal correspondence that contains Proprietary Data should be mailed to the NSSC. Reference Appendix V, page E-1 of the Service Delivery Guide. Proprietary documents may be sent via encrypted email to the NSSC. It is anticipated that the NSSC will be linked to NSPIRES in the near future. **Centers may contact their NSSC Liaison (Reference page B-1) to obtain a Federal Express account number to send documents to the NSSC via Federal Express.**

7.0 RISKS

Description of Risk	Probability	Consequence	Risk	Mitigation Strategy
Staffing of qualified personnel.	1	3	L	<p>Training programs in place to train and test personnel.</p> <p>Experienced personnel with prior experience on staff, with additional members in hiring process.</p>
Records management risk in processing manual documents received at different times.	3	2	L	<p>Communication with centers requiring complete packages being sent at one time.</p> <p>All documents processed through TechDoc are labeled and consolidated for tracking.</p>
IT systems not in place and operational with functional interfaces.	1	3	L	Manual processing and back loading of records in systems when operational.
<p>Delay of the Contract Management Module (CMM).</p> <p>Note: Roll out date for the CMM is November 13, 2006.</p>	5	2	L	<p>Process awards using Goddard's Document Generation System (GDGS).</p> <p>Make awards in SAP.</p>
Misuse or unauthorized disclosure of proprietary data.	1	4	L	<p>Contract contains appropriate terms and conditions.</p> <p>SP employees have been trained and have nondisclosure statements on file.</p>

Risk Matrix						
Probability	5	L	L	M	H	H
	4	L	L	M	H	H
	3	L	L	M	M	M
	2	L	L	L	M	M
	1	L	L	L	L	L
		1	2	3	4	5
Consequence						

Consequence:

1. Minimal or no impact.
2. Acceptable impact with no change in approach.
3. Acceptable impacts with work around.
4. Major impacts in technical, cost, or schedule.
5. Total Work Stoppage

Probability:

1. Very Low
2. Low
3. Medium
4. High
5. Very High

APPENDIX A – ACRONYMS AND ABBREVIATIONS

AO	Announcement of Opportunity
BAA	Broad Agency Announcement
CAN	Cooperative Agreement Notice
CS	Civil Servant (Inherently Governmental)
FAADS	Federal Assistance Awards Data System
G&CA	Grant and Cooperative Agreement
NAIS	NASA Acquisition Internet Service
NRA	NASA Research Announcement
SP	Service Provider (Contractor)
NSPIRES	NASA Solicitation and Proposal Integrated Review and Evaluation System

APPENDIX B – RELEVANT POINTS OF CONTACT**Procurement Division, Research Activities Branch – Government**

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Procurement Grants and Cooperative Agreements – Service Provider

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GRC – Diane Duly, 216-433-2496
GSFC – Veronica Stubbs, 301-286-2581
HQ – Joseph Lanasa, 202-358-0974
JSC – Linda LaPradd, 281-483-3092
KSC – Bob Monson, 321-867-8519
LaRC – Linwood Smith, 757-864-2189
MSFC – Cathy Fletcher, 256-544-7752
SSC – Chris Canary, 228-813-6224

APPENDIX C – SERVICE PROVIDER’S TRAINING CURRICULIUM

BCF103	Fundamentals of Business Financial Management
CLC004	Market Research
CLC005	Simplified Acquisition Procedure
CLC014	Acquisition of Services
CLC015	Commercial Acquisition
CON110	Mission Support Planning
CON111	Mission Strategy Execution
CON112	Mission Performance Assessment
ECP-001-01	Export Control Awareness
ETH-001-01	Ethics-General
ETH-002-01	Ethics-Mandatory GS Employees
FM-001-04	Understanding Full Cost
FM-002-01	Case Study: Services Support Contract
FM-004-01	NF533 Analysis
ITS-003-05	Basic IT Security for 2006
JSC-001-03	Property Responsibility
KSC-003-03	Export Control Program Basic
NTTC-001-03	Protection of Intellectual Property
NTTC-001-04	New Technology Reporting
OTH-004-03	NASA Scientific and Technical Information
PROC-001-05	Purchase Card Program
SMA-002-01	Acquisition
SMA-004-01	Audits and Reviews
SMA-006-01	Contract Terms and Conditions
SMA-007-01	Contractor Interface
SMA-008-01	Contractor Performance Surveillance
SMA-009-01	Contractor Policies, Procedures, and Practices
SMA-010-01	Cost of Quality
SMA-011-01	Cost/Schedule Control
SMA-018-01	Federal Acquisition Regulation
SMA-019-01	Fundamental Safety
SMA-025-01	Insight versus Oversight
SMA-042-01	Office Worker Safety
SMA-045-01	PBC SOW and Requirements
ZIFM 1003	Bankcard Reports
ZIFM 1035	Bankcard Purchases and Desktop Receiving
ZIFM 1038	Requisitioning Basics
ZIFM 1039	Goods Receipt/Acceptance
ZIFM 1047	Core Financial SAP Starter Course
ZIFM 1054	PR Review Process
ZIFM 1055	Bankcard Review Process
ZIFM 1058	Core Financial Reporting Basics-BW

ZIFM 1059	Core Financial Cross-Functional Overview
ZIFM 1060	Core Financial Reporting Basics- SAPR/3
ZIFM 1075	PMI ² Overview for Procurement Office Personnel

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